App. F. IX. 4

1925.

File No. 118

Previous References

mc 160 - 2 & 11 71

mune

Serial Nos. /

Later references.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for 1925

SUBJECT

~~Printing of the Budget Forms of~~
Preparation of Budgets of municipal Councils and District Boards

To, The Deputy Commissioners of Districts
The Presidents of all District Boards
Presidents of City Municipal
The Comptroller
The Secretary - Govt. Statistical Survey
Nos 3578-38/d 16 11 1925

Issued further instructions in the matter.

General and Revenue Secretariat.

File No.

Serial No.

GENERAL & REVENUE SECRETARIAT
1069
11 1. AUG. 1925
LOCAL SELF G VT. BRANCH

Extraxt from Second Lember's orders in Ml.160of 1924 Sls.4 and 12 relating to the Chitaldrug Town Municipal Budgets for the year 1925-26.

"The budget forms Municipal and Local boards seem to have been prescribed without consulting the Financial Secretariat and it is difficult to ascertain the actual financial position without a statement of assets and liabilities or a balance sheet. Similarly the heads of receipts and expenditure require change e.g., receipts of and expenditure debited to - Railway and Education Cesses have to be separately shown and separate balances. I shall be thankful if the Financial Secretary will advise what changes could easily be adopted by additional columns and perhaps an additional statement

Id. K.C.
3-7-25.

G.H.Q. III.4f

WD 2119—GHQ—10,000

File No. of 19

General and Regimental Secretariat

Serial No.

Statement showing the details of balances and investments of the

District Board of
Town Municipal Council on 1st ~~July 1935~~ day of the year 19 - 19

	Rs.		Rs.
1. Cash balance as shown in abstract estimate.		1. General Revenue balance.	
2. Cash value of securities held.		2. Loans to be repaid. +	
(a) In Mysore Bank.		3. Deposits to be returned. +	
(b) In Government Savings Bank.		4. Advances recoverable. —	
(c) Government of India Securities.		5. Balance of special funds. (Each fund to be separately specified.) +	
(d) In Government of Mysore Securities.		(a) Railway Cess. +	
(e) Other investments (to be detailed.		~~Invested.~~	
		~~Not invested~~	
		b) Education Cess +	
		c) Drinking Water Wells Fund. +	
		(d)	
		6. Suspense. + or —	
		7. Stock. —	
		8. Balance of other debt heads + or —	
		(To be detailed)	

Total

General and Revenue Secretariat. | File No. 2225 | of 19

Serial No 4

Extract from the Second Member's orders in Ml.file 1~~2~~-24/Sls.8 and 11 and 13 relating to the Budget of the Hole-Narsipur Municipal Council for 1925-26.

"The District Boards and Municipalities may be asked to submit a statement as per Financial Secretary's opinion immediately for being filed with the budget statements and in column B of abstract receipts to show separately different cesses."

Id. K.C.
17.7.25.

M1 File No. of 19

General and Registry Secretariat.

Serial No.

different cesses should be shown separately in the Abstract Receipts has not been ~~clearly~~ understood ~~by~~ ~~the office and clear instructions in the matter are solicited as to what has to be done.~~ It is submitted that all the taxes levied are shown in detail in Budget Statement 'E' showing the details of estimates of receipts.

25
29/7/25

L. W. Reay

If it is not understood, it is better to go in person & take instructions from the member

In Bombay personally attached.

A note has already been taken Regd in regard to the desirability of following the present

The Financial Secretary was again Counter personally today with reference to the suggestion made by the Auditor for the adoption of local audit regarding adoption of face value for / Book value of securities The Railway Board of opinion that only Book value should be shown & not Market or face value It would be local bodies to prepare the balances correctly a letter has to be adopted by them showing balances under the several heads the Comptroller will be requested to prepare in suitable form. This is now added in the draft in The form would be useful administration Report also

Note

General and Revenue Secretariat. | File No. | of 19

Serial No

Almost all the local bodies have submitted their statements in the forms for the current year. A few are being continued with the budgets

The draft order as now revised is submitted - It is intended to address the order to the Municipalities only. Should Councils also the submitted to the Zamorin also.

2. L Recd

10 Inst Last may perhaps be also Consulted.

13.8

Received 4 AUG. 1925 Calicut

Fairweather Secretary

Sec

12 I think the draft in order. If it is necessary could it Commit the Complt. of he Suggests a Modification — the form of the Staff it may be altered

Sec Members) Please consider Compln also LCO.

GENERAL & REVENUE SECRETARIAT
31 AUG. 1925
ACTG. CHF. SECL. CALICUT

WD 2119—GPB—10.000—27-4-35

WD 2119—GPB—10.000—27-4-35

G.R.S. III-2)

General and Revenue Secretariat.

File No. of 19

Serial No.

General and Revenue Secretariat

14385 File No.

(App. F, III—2)

of 192

4 SEP 1925

BANG

Serial No

14 Forwarded unofficially to the Comptroller & Government for favour of opinion

Sd/-

3/9/25

15 Returned with compliments.

It is essential that the work of maintaining the required accounts and registers and the preparation therefrom of the statement now proposed to be prescribed should be entrusted to competent staff of Local Bodies. The Assistant Comptroller in charge of Local Audit Department informs me that, owing to frequent transfers and other causes, the work in many offices is entrusted to untrained hands and the instructions given by the Assistant Comptroller and the Local Auditing have not therefore had the desired effect. In many offices even the deposit registers which could be correctly maintained by following the simple and clear rules in the Manual, were found not to have been properly maintained in spite of repeated instructions given for their proper maintenance. This state of things should be remedied (Vide also my remarks in Un-official File No.397 dated 9th September'25 from Secretary, Local and Legislative Department to Comptroller)

(2.) In lieu of the form proposed to be issued I have attached a revised form.

In

Serial No.

General and Revenue Secretariat

File No. of 192

Serial No

In this form columns have been opened to show the figures according to the accounts of the past year the revised estimate of the current year and the Budget Estimates of the ensuing year. Provision has been made also to show the Capital expenditure on Railways, Water Works, etc, met from loan raised by Local Bodies or from ordinary or special taxation.

(3.) Wherever the audit has been completed before the submission of the Budget to Government the figures under the column would be those which have been audited and compiled by the auditors themselves. In cases in which the audit has not been completed the auditors will check the statement already submitted to Government and the Local Bodies concerned will be required to intimate to Government the correctness of the statement after audit or furnish fresh statement as prepared by the auditors. // When the correctness of the figures under this column is assured those under the columns "Revised Estimate of the Current year" and "Budget Estimate of the ensuing year" may easily be checked in the Secretariat at the time of passing the Budget Estimates.

(4.) Capital Expenditure incurred up-to-date on Railways and Water and similar works for which special taxes are imposed and loans raised by the Local Bodies should also be exhibited in this statement deducting the amount contributed by Government (which should be specified)

This

WD 0569—GPB—3,000—31-7-28

File No. of 192

General and Revenue Secretariat

Serial No.

Serial No

This will enable Government to see if the Capital expenditure is met entirely from out of the resources made available for the purpose or whether any portion of the normal taxation revenu has been trenched upon. For this purpose the amount of the Railway Cess to be shown should the total amount realized up-to-date.

(5.) I would also suggest the introduction two more statements as per samples enclosed. Statement A is intended to show the details of investments. It will enable Government to make at a glance that investments are being properly made and that the surplus cash is not invested prejudicially to the interests of the general service of the Municipal or the District Board and its ordinary requirements. Statement B. is intended to show the loan liabilities of the Municipality or the District Board.

(6.) Instead of issuing final orders and taking steps to alter the rules in the Account Manual, I would suggest that the form or forms finally approved by Government may be introduced temporarily in the commencement.

(7.) On receipt of orders of Government ~~extra~~ needful instructions will be issued to the Town Municipal Councils and District Boards for the maintenance of suitable ledgers and the preparation of the statements.

WD 0569—GPB—40,000—31[illegible]-22

App. F. III—2]

General and Revenue
Secretariat

File No.

of 192

Serial
No.

General and Revenue Secretariat | File No. | of 192

Serial No

The form was originally proposed by the Financial Secretary on the ground that from the comptroller proposes to obtain details of expenditure incurred on Railways and water works. Though the inclusion of Ry transactions may perhaps be necessary and although the inclusion of water supply expenditure for which loans are not raised may lead to some confusion in arriving at the proper general revenue balance the addition of two more columns in the statement and of two more statements as proposed by the comptroller does not appear to be necessary. If there is any fear that the statements are not likely to be prepared properly it appears preferable to get the details only for the year for which the accounts have been audited and for which the balances have been verified by the Audit Authorities. The necessary figures for the year of budget may be easily calculated in the Secretariat. and no object appears to be achieved by prescribing ~~the forms~~ too many elaborate forms. The financial opinion will also be obtained, if

Serial No.

General and Revenue Secretariat

File No.

[App. F. III—2

of 192

Serial No

The forms now proposed are very elaborate & may if considered desirable be adopted. The Financial Secretary may also be consulted as the forms proposed by him will be amplified. The Comptroller wants that the forms may be adopted as a tentative measure. A draft will be put up if the proposals are approved

2nd Member

Please issue orders accordingly

753

Fwd Secy with Comptr's

The Comptr's Suggestions may be accepted

Orders issued

Please put up. in accordance with the views of the Comptroller concerned

Orders issued

WD 0569—GPB—40,000—31-7

App. F. III—2]

File No. of 193

General and Revenue Secretariat

Serial No.

General and Revenue Secretariat

10697

File No

of 192

Serial No.:

For drafting Instr

DS 17/10/25

L. L. Rees)

589 21/10

15/10

Three accounts typed As & No typed Please Consider Number A, B & C & Flag Nos & see that the remarks in the C & O. Correspond to the Nos actually contained in the forms

It is astonishing that more care is not bestowed on these returns and draft to make returns after being shown to Comptroller or Finlay

22/10/25

22 10

Flags & numbers attended to & the forms will now be sent to the Comptroller for opinion

L. L. Rees)

26 OCT 1

No 42 By 24. 10. 25

Forwarded with forms attended to & returned unofficially for favor of opinion as to the exact procedure

[illegible]
for Secretary

WD 0569—GPB—40,000—[illegible]-25

App. F. III—2]

File No. of 192

General and Revenue Secretariat

Serial No.

17889

[App. F. III—2

General and Revenue Secretariat

File No. 1069 of 192

Serial No

N.O. No: 268 L&D 27th October 1925.

The proposed draft order may issue.

Comptroller.

2nd Member) 28/10

Issue

29

As this is an important matter, this may perhaps be sent to the Dewan also. The City Municipal Council will be appellant by the order

2nd Member) 29/11

The draft is agreed to by Comptroller & Finance Secretary before issue

6/11/25

2nd Member)

May issue

4/11

d 35 18-38 16/11/25.

The case of the Maharaja of Mysore & B

& REV. 28/10

28. OCT.

2828 29/10

OFFICE. NOV. 1925

WP 0563—GPB—40,000—31 7

App. F. III—2]

General and Revenue Secretariat

File No. of 192 .

Serial No.

[App. F. III—2

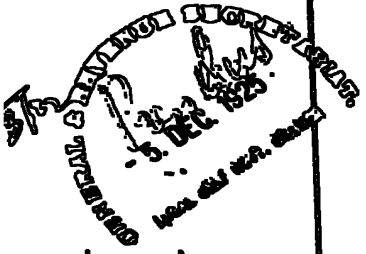
General and Revenue Secretariat

File No. 118 of 1925

Serial No

The Rtd K. G. E. San Board
The Rtd of St Bds of Blore, Hassan & Kolar Dts
The Rtd of Mysore St Bds
The Commissioner of Sanitation
The Capt. Food Stuffs.

The Director encloses certain forms in which are to be filled up & sent along with the budget estimates of Rural Boards in charge of K. G. E. San Bd for 1926-27.



22/2/26

WD 0569—GPB—40,000—4/1-25

App. F. 111—2]

File No. of 192

General and Revenue Secretariat

Serial No.

Mul 118-25-1

STANDING ORDER.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

R E A D.-

Rule 21 of the Mysore Municipal Manual:-

"The invested funds of the Municipality shall not be shown in the opening and the closing balances, but a detail of such funds, if any, as well as an account of the loans estimated to stand at the end of the year to which the budget relates shall be given as a foot-note to the budget."

2. Budget statement K showing details of balances and investments of Local Boards prescribed under Notification No. L.7503/L.B.92-23-18, dated the 19th March 1924.

Order No: L3518-38 Mul 118-25-1

Bangalore, 18/16 [illegible] 25

Government observe that Municipal Councils while submitting their budget estimates do not generally furnish complete information in regard to the amounts held in investments and the details for the aggregate cash and invested balances and that many of the District Boards do not correctly prepare the budget statement K showing the details of balances and investments.

2. The Budget Statements of Local Bodies should contain all necessary information for knowing their exact financial position, Viz. how much money a local body has got, in what forms it is held and to whom it belongs -- Govt. are therefore pleased to direct that the Budget statement K be omitted and that as a temporary measure, statements in the forms appended to this order be submitted in future along with the budget estimates of Municipal Councils and District Boards including the Kolar Gold Fields Sanitary Board from the year 1926-27.

3 It will be seen that in Form A, columns have been opened to show the figures under the several detailed heads according to the accounts of the past year, the revised estimates of the current year, and the budget estimates of the ensuing year. Under Capital outlay information should be given of expenditure incurred up-to-date on Railways, and water and other similar works for which special taxes are imposed and loans raised by the local bodies, deducting the amount contributed by Govt. which should be specified. The amount of Railway cess to be shown should be the total amount realised uptodate. Where the audit has been completed before the submission of the Budget to Government, the figures under the columns would be those thus

have been audited and compiled by the auditors themselves. In cases in - which the audit has not been completed the auditors will check the statement already submitted to Govt. and the Local Bodies concerned ~~will be required~~ also intimate to Govt. the -- correctness of the statement after audit or furnish a fresh statement as prepared by the auditors.

4. Statement B is intended to show the details of investments and statement C to show the loan liabilities of the Local Bodies.

5 In this connection Govt. consider that the Local Bodies should maintain a ledger showing the balances under -- service and the several Public Debt heads. The Comptroller is requested to prescribe a suitable form of Ledger for adoption by the Local Bodies and issue necessary instructions for the maintenance of the ledger and the preparation of the statements and to send a copy of the Manual to Govt. for information. With a view to the correct preparation of these statements the Local Bodies are requested to see -- that the work of maintaining the required accounts and registers is entrusted to trained and competent men and the instructions issued in G.O. No. 1307-78 dated 13-10-25 regarding transfer of hands kept in mind.

6. The Superintendent, Govt. Stationery, is requested to have a sufficient

number of the forms prescribed in this Order printed and supply them on indent to the Presidents of the Local Bodies concerned.

Local & Legis. Secy.

To

The Deputy Commrs. of Districts.
The Pdts. of Bangalore & Mysore City Municipal Clq.
The Pdt. K.G.F. Sanitary Board.
The Pdts., of the D.Bds of Bangalore, Kolar & Hassan Districts, thro' the D.C's concerned.
The Presidents of other Boards.
The Comptr. to Govt.
The Supdt, Govt. Stationery.

MSG.3.

Assets & Liabilities

A. Statement showing the ~~details of balances under the several heads~~ of the ~~Town~~ Municipal Council / District Board on the 30th June for the three ~~years~~ years ending with 192 - 192

Assets.	Accounts 192 - 2	Revised Estimate 192 - 2	Budget 192 - 2	Liabilities	Accounts 192 - 2	Revised Estimate 192 - 2	Budget 192 - 2
1	2	3	4	5	6	7	8
1. Cash in Treasury and in Bank				1. Service Head balance			
2. Investments -				2. Balance of Loans raised & +			
(a) In Mysore Bank				3. Deposits to be returned +			
(b) In Government Savings Bank				4. Advances recoverable -			
(c) In Government of India Securities				5. Balance of Special Funds			
(d) In Government of Mysore Securities				(a) Railway Cess			
(e) Other Investments (to be detailed)				(b) Education Cess			
				(c) Drinking Water Wells Fund			
3. Capital outlay				(d) &c.			
On Railways				6. Suspense + or -			
On Water Works (less amount contributed by Government)				7. Stock -			
&c.				8. Other Debt heads &c + or - (to be detailed)			
Total				Total			

Comp

B

B— Statement showing details of investments of the ~~Town~~ Municipal Council / District Board of on the 1st of July of the year to which the Budget relates.

Details of Investments.	Surplus cash	Sinking Fund	Railway Cess	Other sources (to be specified).
In Mysore Bank				
In Government Savings Bank				
In Government of India Securities				
In Government of Mysore Securities				
Other Investments (to be detailed)				

Statement showing loans raised and remaining undischarged by the ~~Town~~ Municipal Council / the District Board on the 1st July of the year to which the Budget relates.

Particulars of Loan	Purpose for which the loan was raised.	Amount of original loan.	Discharged up to date.	Balance to be discharged.
From Government				
On Debentures from Public				
From Other Local Bodies (to be specified)				
From other sources (to be detailed)				

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. L. 3518-38—Ml. 118-25-1, dated 16th November 1925.

Budgets of Municipal Councils and District Boards

Issues further instructions *re* preparation of ——

READ—

Rule 21 of the Mysore Municipal Account Manual:—

"The invested funds of the Municipality shall not be shown in the opening and the closing balances, but a detail of such funds, if any, as well as an account of the loans estimated to stand at the end of the year to which the budget relates, shall be given as a footnote to the budget."

2. Budget Statement K showing details of balances and investments of Local Boards prescribed under Notification No. L. 7503—L. B. 92-23-18, dated the 19th March 1924.

ORDER No. L. 3518-38—ML. 118-25-1, DATED 16TH NOVEMBER 1925.

Government observe that Municipal Councils while submitting their budget estimates do not generally furnish complete information in regard to the amounts held in investments and the details for the aggregate cash and invested balances and that many of the District Boards do not correctly prepare the Budget Statement K showing the details of balances and investments.

2. The Budget Statements of Local Bodies should contain all necessary information for knowing their exact financial position, *viz.*, how much money a local body has got, in what forms it is held, to whom it belongs and what its liabilities are. Government are therefore pleased to direct that the Local Board Budget Statement K be omitted and that as a temporary measure, three statements in the forms A, B and C appended to this order be submitted in future along with the budget estimates of Municipal Councils and District Boards including the Kolar Gold Fields Sanitary Board from the year 1926-27.

3. It will be seen that in Form A, columns have been opened to show the figures under the several detailed heads according to the accounts of the past year, the revised estimates of the current year, and the budget estimates of the ensuing year. Under Capital outlay information should be given of expenditure incurred up-to-date on Railways, and water and other similar works for which special taxes are imposed and loans are raised by the local bodies, deducting the amount, if any, contributed by Government which should be specified. The amount of Railway Cess to be shown should be the total amount realised up-to-date. Whenever the audit has been completed before the submission of the Budget to Government, the figures under the second and sixth columns would be those which have been audited and compiled, by the auditors themselves. In cases in which the audit has not been completed, the auditors will check the statement already submitted to Government and the Local Bodies concerned should also intimate to Government the correctness of the statement after audit or furnish a fresh statement as prepared by the auditors.

4. Statement B is intended to show the details of investments and Statement C to show the loan liabilities of the Local Bodies.

5. In this connection, Government consider that the Local Bodies should maintain a ledger showing the balances under service and the several Public Debt heads. The Comptroller is requested to prescribe a suitable form of Ledger for adoption by the Local Bodies and issue necessary instructions for the maintenance of the ledger and the preparation of the statements and to send a copy of the same to Government for information. With a view to the correct preparation of these statements, the Local Bodies are requested to see that the work of maintaining the required accounts and registers is entrusted to trained and competent clerks and the instructions issued in Local and Legislative Secretary's Circular letter No. 2589-96—Ml. 160-24-7, dated the 13th October 1925, regarding transfer of hands kept in mind.

6. The Superintendent, Government Stationery, is requested to have a sufficient number of the forms prescribed under this order printed and supply them on indent to the Presidents of the Local Bodies concerned.

B. NAGAPPA,
Secretary to Government,
Local and Legislative Departments.

To—The Deputy Commissioners of Districts.
The Municipal Commissioner, City Municipal Council, Bangalore, through the President, City Municipal Council, Bangalore.
The President, City Municipal Council, Mysore.
The President, Sanitary Board, Kolar Gold Fields.
The Presidents of the District Boards of Bangalore, Kolar and Hassan Districts, through the Deputy Commissioners concerned.
The Presidents of other District Boards.
The Comptroller to Government.
The Superintendent, Government Stationery.

Exd.—P. S. R. N.

A.—Statement showing the Assets and Liabilities of the Municipal Council / District Board of..... ..... on the 30th June for the three years ending with 192 -192

Assets	Accounts 192 —2	Revised Estimate 192 —2	Budget 192 —2	Liabilities	Accounts 192 —2	Revised Estimate 192 —2	Budget 192 —2
1	2	3	4	5	6	7	8
1. Cash in Treasury and in Bank. ...				1. Service Head balance ...			
2. in Bank (Current Acct)				2. Balance of loans raised + ...			
2. Investments—				3. Deposits to be returned + ...			
(a) In Mysore Bank ...				4. Advances recoverable — ...			
(b) In Government Savings Bank Current deposits Fixed deposits				5. Balance of Special Funds—			
(c) In Government of India Securities.				(a) Railway Cess ...			
(d) In Government of Mysore Securities.				(b) Education Cess ...			
(e) Other investments (to be detailed).				(c) Drinking Water Wells Fund ...			
				(d) [illegible]			
3. Capital outlay—				6. Suspense + or —			
On Railways.				7. Stock —			
On Water Works (less amount contributed by Government).				8. Other Debt heads (to be detailed) + or —			
				Total ...			
Total							

No. L. 3518-38—Ml. 118-25-1, dated 16th November 1925.

B.—Statement showing details of investments of the Municipal Council / District Board of... ... . on the 1st of July of the year to which the Budget relates

Details of investments	Surplus cash	Sinking Fund	Railway Cess	Other items (to be specified)
1. In Mysore Bank ...				
2 In Government Savings Bank				
3. In Government of India Securities.				
4. In Government of Mysore Securities				
5. Other investments (to be detailed).				

C.—Statement showing loans raised and remaining undischarged by the Municipal Council / District Board of.....on the 1st July of the year to which theBudget relates.

Particulars of loan	Purpose for which the loan was raised	Amount of original loan	Discharged up-to-date	Balance to be discharged
1. From Government ...				
2. On Debentures from Public.				
3 From other Local Bodies (to be specified).				
4. From other sources (to be detailed).				

W D 962—GTH—650—4-12-25.